

## ADMINISTRATIVE - INTERNAL USE ONLY

DDA 87-2110  
7 October 1987

## MEMORANDUM FOR THE RECORD

SUBJECT: Scheduling of the DCI's Time

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1. On 2 October 1987, [ ] (PAO), [ ] (Protocol), [ ] (PAO), and the undersigned met to discuss the coordination of requests for activities involving the Director's time. [ ] the DCI's secretary, was to be in attendance, however, was unable to participate.

2. There is concern that PAO is not aware of or advised of all occasions which require the Director to speak/participate at internal Agency events. Director, PAO advised that if he is unaware of speaking engagements he is unable to respond to the DCI when he calls him personally to inquire about the event. He also expressed concern that his Office has not been provided the opportunity to review speeches and background information which will be utilized by the DCI in making presentations internally; a situation which he feels should be changed to ensure that the content of the speech is appropriate to the occasion. (The DCI is concerned that PAO is not looking at all documentation before it reaches him.) There is also concern expressed by the DCI's secretary that calls come directly to the DCI's office and that she tentatively schedules his attendance at activities and there is no follow-up by the requesting office.

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3. It was agreed that [ ] would prepare a memorandum to each Deputy Director outlining the problem and requesting greater coordination. It was further agreed that in the interim we would try to ensure better coordination between Protocol, offices making requests for the Director's time, and PAO. It was also agreed that offices should provide all supporting documentation giving more lead time to ensure the coordination and review with PAO.

4. Tentatively it is suggested that any requests for appearance by the DCI be made via memorandum to the DCI through PAO with a drop copy to Protocol. This is an effort to establish a paper trail. All documentation, e.g., speech, should be in PAO at least two weeks before the DCI's appearance at the ceremony.

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[ ]  
Executive Assistant to the DDA

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